FALL SEMESTER
Proposed Budget for Internships INSIDE the DC Metro Area

Please use the template below to outline your proposed budget for the internship. You may customize and add line-items per your specific situation. Please explain in specific detail your estimated expenses and the existing or anticipated sources of funding and how the funds will be used.

SECTION ONE: Estimated Expenses Related to the Internship:

• Local transportation from housing to internship site (e.g., bus, subway, etc.) $____________

• Meals (if your internship requires you to alter your meal plan) $____________

• Other miscellaneous expenses (e.g., business apparel, required uniform, equipment or supplies necessary for the internship, estimated forgone wages from inability to get a paid job due to internship etc. Please specify below) $____________

SECTION TWO: Other Sources of Aid:

• Additional Sources of aid used towards this internship (ex. Stipend for transportation or food) $____________

Total estimated expenses (SECTION ONE TOTAL) $____________

Less other sources of aid (SECTION TWO TOTAL) $____________

Net estimated expenses (SECTION ONE TOTAL LESS SECTION TWO TOTAL) $____________

Knowledge in Action Career Internship Fund award amount requested (up to $3,000; amount may not exceed net estimated expenses) $____________
FALL SEMESTER
Proposed Budget for Internships OUTSIDE the DC Metro Area

Please use the template below to outline your proposed budget for the internship. You may customize and add line-items per your specific situation. Please explain in specific detail your estimated expenses and the existing or anticipated sources of funding and how the funds will be used.

SECTION ONE: Estimated Expenses Related to the Internship:

• Travel to and from internship location.
  • Airfare $___________
  • Train $___________
  • Auto Mileage $___________

• Local transportation from housing to internship site (e.g., bus, subway, etc.) $___________

• Lodging/housing at internship site (if different due to internship)
  • Estimated rent $___________
  • Estimated utilities $___________

• Meals (if your internship requires you to alter your meal plan) $___________

• Other miscellaneous expenses (e.g., business apparel, required uniform, equipment or supplies necessary for the internship, etc. Please specify below) $___________

SECTION TWO: Other Sources of Aid:

• Additional Sources of aid used towards this internship (ex. Stipend for transportation or food) $___________

Total estimated expenses (SECTION ONE TOTAL) $___________

Less other sources of aid (SECTION TWO TOTAL) $___________

Net estimated expenses (SECTION ONE TOTAL LESS SECTION TWO TOTAL) $___________

Knowledge in Action Career Internship Fund award amount requested (up to $3,000; amount may not exceed net estimated expenses) $___________